



ARMA Nebraska Chapter Board Minutes  
January 17, 2018  
TD Ameritrade - Omaha, NE

**Attending:**

Amber Roberts, President  
Scott Swanson, Secretary  
Mary Beth Foral, Webmaster  
Jacque Hornung, Director of Membership  
Ron York, Director of Program Arrangements  
Cindy Dulas, Librarian/Archivist  
Donna Widhalm, Immediate Past President  
Ane McBride, Guest

**Absent:**

Cori Brock, Vice President  
Jim Bourne, Treasurer  
Allison Loeske, Public Relations

**Call to Order:**

Amber called the meeting to order at 1:14 p.m.

**Minutes:**

Minutes for the December 13<sup>th</sup> Board Meeting were approved and filed.

**Treasurer/Budget Status:**

The chapter is in line with the budget.

**Reports**

**Membership**

No updated membership numbers at this time. The monthly membership report from ARMA International was not received prior to our board meeting. Jacque is looking at collaboration with other associations within our area.

Jacque has created #ARMANERIMNADO to help promote our spring seminar.

**Spring Seminar 2018**

Seminar meeting was held prior to our general meeting. Cori went over the spring seminar check-list showing task to be completed. Committee members have started to contact business partners for sponsorship.

**Public Relations**

No report, Allison was absent.

**Website**

**Meeting Registration Issues**

1. Jeanette Greer – did not complete registration by pressing Continue button. – Added verbiage saying “Press Continue to Complete Registration”.
2. Leslie Weinbrandt – registered for January meeting instead of December meeting. – Disabled REGISTER NOW button on future meetings.
3. Mike Wegher – miscommunication, didn't register.
4. Tracy Belgarde – was properly on registration list.

5. Robin Dennie – no follow up.
6. Ron York – PayPal requires you return to Merchant after payment or the registration is lost. – added verbiage “For PayPal select Return to Merchant to Complete your Registration”

Coupon Issues

1. Added verbiage “Press APPLY after entering COUPON CODE Below”
2. MEMBERRATE coupon code for multiple guests - applies \$10 to total rather than to each ticket. Could add \$15 guest ticket restricted to Board members to register multiple guests at member rate.

Current Codes are:

60OFF	\$60.00	apply member rate to 6 guests with one payment	1
BOSS	\$25.00	free bosses registration	2
EZPASS	\$15.00	members who bought EZPASS	48
FIRSTFREE	\$25.00	first meeting free for guest	0
FREEDEC	\$15.00	free December meeting	24
FREEJUN	\$15.00	free June meeting	0
FREEMAR	\$15.00	free March meeting	0
MEMBERRATE	\$10.00	apply member rate to guest registration	4
SPEAKER	\$25.00	free speaker registration	1

Late Fee – Applies after 5 pm on the Thursday before the meeting.

Meeting attendance:

Date	Member	Guest	Total
14-Aug-17 EZ-PASS	13	0	13
13-Sep-17	27	7	34
11-Oct-17	25	6	31
15-Nov-17	27	8	35
13-Dec-17	28	3	31
17-Jan-18	25	13	38
<b>Total</b>	<b>145</b>	<b>37</b>	<b>182</b>

**Library**

Cindy reported that the library purchased 2 new books. These will be added to the chapter library listing.

**Speaker Needs for February**

**February 21, 2018:** Scott is the host. This event will be held at Ameritas in Lincoln. Speaker: Laurie Fisher with HBR Consulting. The title of this presentation is “Data Mapping”. Jacque reserved the hotel room.

**Unfinished Business**

No unfinished business this month.

**New Business**


**Bellevue Career Fair**

The career fair will be held on March 20, 2018 from 11:30 to 2:30. If we can schedule 2 members from the chapter to manage the table, we will go ahead and sign up.

**Next Board Meeting:**

The next board meeting is scheduled for February 21, 2018 at Ameritas in Lincoln, NE following the monthly meeting. Meeting adjourned at 2:10 p.m.

2/15/2018

X 

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Amber Roberts  
President  
Signed by: Roberts, Amber

X 

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Scott Swanson  
Secretary